

TIME AND ATTENDANCE GUIDANCE

The Time and Attendance (T&A) function in the Defense Civilian Pay System (DCPS) includes entering, updating, and correcting employee work schedules, status changes, labor charges, and biweekly time and attendance for Appropriated Fund GS and WG employees.

Organizations may designate supervisors or other employees (secretaries, clerk typists, or others) to serve as timekeepers.

Timekeeping is a critical function within your organization. Timekeepers may be civilian or military personnel. Normally, timekeeping responsibilities should be assigned to individuals who are aware of employees attendance and absence each day.

One or more alternate timekeepers should be appointed to maintain time and attendance during the absence of the primary timekeeper or to assist during peak workload periods. The sooner managers certify timecards and the timecard data is entered into DCPS, the sooner the pay system can ensure that employees will receive all monies due for the current pay period as well as compute any retroactive payments due the employee. Managers should insure their timekeepers are following the process outline below to maximize the prospects for all employees to be paid accurately and timely.

STEP 1. FRIDAYS: Entering timecard data on the Friday before the end of the Pay Period is recommended for those employees where the T&A have already been certified by the supervisor. DCPS will accept data entered even earlier, but at an increased risk to the Timekeeper that corrected timecards may be required.

a. Pay Period End Date Required: When entering time data before the end of the pay period, Timekeepers must enter the Pay Period End Date, in addition to the employee's SSN.

b. Work Schedule: For new employees entering the system for the first time, the Timekeeper must first establish the work schedule with the effective date that they started working with the organization. The schedule must be done prior to entering the timecard data in the system.

c. Holidays: Should Friday or Monday be a US federal holiday, the cutoff dates will continue to apply unless the Timekeeper is notified by email of any changes in the processing schedule.

STEP 2.

MONDAYS: Timecard data entry should be completed by the close of business on the Monday following the end of the pay period. Timecards not entered by COB Monday are considered delinquent.

STEP 3.

TUESDAYS: Tuesdays following the end of the pay period are used to resolve rejected or invalid time card entries. To assure that all data is available for DCPS Final Retro Processing, all time and attendance data must be corrected before the close of business

on Tuesday. Failure to complete all time card entries and corrections by COB Tuesday will result in pay problems for an employee where Retro Processing is required to adjust pay in prior pay periods.

STEP 4.

WEDNESDAYS:

Wednesdays following the end of the pay period are usually available for last minute emergency corrections and the entry of any late new hire actions. Wednesday entries will be too late for retro processing and validation checks.!